For example, if a department expects to spend $18,000 for service, part of this amount would be apportioned to each category as appropriate. The following screen shows an example of a time and materials SC where all categories are used.

```
 FUNCTION:                    DOCID: SC OSC 1000 NB1012F          10/12/95 11:04:57
                              BATID:                         STATUS: DONE
                    SERVICE CONTRACT DOCUMENT

     SC DATE: 09 25 95 ACCTG PRD:         BUDGET FY:    ACTION: E  RUSH IND:
 VENDOR CODE: 042799238 0008
       NAME: I-NET, INC
 VENDOR TYPE: 25          QUOTE #: 4052
     BILL TO: OSC TEST                  SHIP TO: OSC TEST
             OFFICE OF THE COMPTROLLER          OFFICE OF THE COMPTROLLER
        ATTN: JOHN DOE                     ATTN: JACK DUNN
     PCONTACT: JACK DUNN
 TELEPHONE #: ( 617 ) 727 - 5000 X 991
     COMMENTS:                            SEQUENCE #:
   READY PYMT NUMBER:
 READY PYMT START DATE:          READY PYMT END DATE:
   READY PYMT SCHED ID:
   CONTRACT RENEWAL IND: Y            DOCUMENT TOTAL:        18,000.00
       CONTRACT BID TYPE:       CONTRACT RENEWAL AMOUNT:
                                      OUTSIDE PAYMENT:
                                       ANNUALIZATION:

 H--EC570-E.C. TRANS - OVERRIDE REQUIRED
```

```
 FUNCTION:                    DOCID: SC OSC 1000 NB1012F          10/12/95 11:06:15
          001-001 OF 001     BATID:                         STATUS: DONE
       ------REF DOCID------    REF
 LN TR DPT ORG/NUMBER   LN SERV AGRMNT DPT ORGN/SB  APPROP  SUB OBJ/SB PROG
 -- -- --- -----------  -- ----------- --- ------- -------- --- ------ ----
 STAT TY PRJ/CL/GRC ACTV RPTG SERV   CATALOG NUMBER     CD/UNT
 ---- -- ---------- ---- ---- ---- -------------------- ------
  DATES OF SERVICE  O-Y OBLIGATION CPCTY NUM UNITS I/D     RATE       I/D
 ------------------ --- ---------- ----- --------- --- --------------- ---
  LINE AMOUNT    I/D P/F READY PAYMENT              QUOTE           TEXT
 ---------------  --- --- --------------- ------------------------------ ----
  01                         BT5L41P  OSC 1000    10000001 LL  L41
                             1316 INE-SVC-REG             HR
 09 26 95  09 26 96                           190.00          50.0000
     9,500.00
   02                        BT5L41P  OSC 1000    10000001 LL  L41
                             1316 INE-SVC-PREM            HR
 09 26 95  09 26 96                            48.00         125.0000
      6000.00
  03                         BT5L41P  OSC 1000    10000001 LL  L41
                             1316 INE-SVC-TRAV            EA
 09 26 95  09 26 96                             5.00         100.00
       500.00
  04                         BT5L41P  OSC 1000    10000001 LL  L41
                             1316 INE-SVC-PARTS           EA
 09 26 95  09 26 96                          2000.00          1.0000
     2,000.00
```

When the service is provided, the vendor will provide the department with a work order listing the appropriate quantities in each of the above categories. Departments must enter these quantities in the QTY RECEIVED field of the OR document for each catalog item using the correct SC reference line. This is so the procurement match will execute on receipt of an electronic invoice from the vendor. Review of the procurement match process and communication with the vendor to resolve any problems identified should be done by the department.